

WAREHOUSE ASSISTANT

PURPOSE: Provide services for a public works (water and gas, sewer, street and park maintenance) warehouse facility for the Department of Public Works and Utilities.

FUNCTIONAL AREAS:

1. Perform duties related to the requisition, reception, storage, and disbursement of materials and supplies.
 - * A. Place orders and maintain inventories for all materials.
 - * B. Select space and prepare stock for storage, and place materials in designated areas.
 - * C. Protect stock from destruction, abuse, fire, and theft.
 - * D. Operate a forklift, boom truck, front-end loader, and other equipment in order to unload trucks, and move and store materials and supplies.
 - * E. Check requisitions and inspect materials to insure accurate quantity, type, and acceptable quality.
 - * F. Prepare order for delivery, disburse stock, and maintain records of materials issued.
 - * G. Assist crews, private contractors, and other City employees in finding necessary parts or fittings.
 - * H. Maintain computer records of inventory by entering and retrieving information related to receipt, storage, and disbursement of materials.
 - * I. Purchase materials and authorize expenditures within established limits of authority.
 - * J. Conduct price comparisons, investigate and recommend new products.
2. Perform miscellaneous tasks as required.
 - * A. Train and advise contractors and City employees, such as plumbers and lead workers, on correct use and installation of parts and materials, and handling and storage of hazardous materials.
 - * B. Maintain MSDS records for employee review.
 - * C. Respond to general questions from the public, contractors, and other City employees.
 - * D. Repair pneumatic and hydraulic tools and requisition necessary parts.
 - * E. Perform duties of warehouse supervisor in his/her absence.
 - * F. Inspect equipment, train and regularly update employees on the proper use of self-contained breathing apparatus air packs and bottles.
 - * G. Check out vehicles to departments as requested - assign vehicles, check mileage, inspect for damages, and maintain records.

JOB REQUIREMENTS

Education/Experience & License Requirements:

- ▼ A. Two (2) years of verifiable experience in a utility (water or gas or sewer) warehouse facility or successful completion of water and gas distribution apprenticeship course.

- ▼ B. Possession of a valid Minnesota driver's license or privilege by date of employment and thereafter.
- C. Possession of forklift certification upon request of management.

Knowledge and Skill Requirements:

- ▼ A. Knowledge of materials management and inventory control methods and procedures.
- ▼ B. Knowledge of shipping and receiving practices.
- ▼ C. Knowledge of methods, equipment, and materials used in water and gas, sewer, and stormwater distribution plumbing and pipefitting.
- ▼ D. Knowledge of the operation of pumps, compressors, threading, and tapping machines, fittings, valves, and governors used in water and gas, sewer, and stormwater distribution systems.
- ▼ E. Knowledge of applicable federal and state occupational safety and health standards Minnesota Office of Pipeline Safety regulations, and Minnesota Department of Transportation traffic control regulations.
- ▼ F. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
- ▼ G. Knowledge of the proper storage procedures and operations of self-contained breathing apparatus airpicks and bottles.
- ▼ H. Knowledge and skill in running computer applications used for inventory management.
- ▼ I. Knowledge and skill in operating forklifts, boomtrucks, and front-end loaders.
- ▼ J. Skill in using hand tools and power tools including: pipe wrenches, abrasive saw, pipecutters, power hack saw, travel cutter, pallet lift, and hand tools.

Ability Requirements:

- ▼ A. Ability to maintain accurate records.
- ▼ B. Ability to read, write, and perform accurate mathematical calculations.
- ▼ C. Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, and the general public.
- ▼ D. Ability to repair pneumatic and hydraulic tools.
- ▼ E. Ability to train others on the use and storage of equipment, tools, and materials.
- ▼ F. Ability to read blueprints.
- ▼ G. Ability to work outdoors year round in a variety of weather conditions.
- ▼ H. Ability to work in a noisy environment.
- ▼ I. Ability to push, pull, stoop, and reach when storing or retrieving supplies.
- ▼ J. Ability to attend work on a regular basis.
- ▼ K. Ability to frequently lift and carry materials and supplies weighing up to 50 pounds, and to regularly lift and carry objects such as jackhammers, bags of cement, and boxes of pipe fittings weighing up to 100 pounds; ability to lift and carry with others objects such as pumps and generators weighing up to 150 pounds.

* Essential duties of the job

- ▼ Job requirements necessary on the first day of work

Anlst: JG	Date:
Union: Basic	Pay:
CSB: 19991004	Class:
CC: 19991025	Res: 99-0739R